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REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2255
Revision No.: 10
Date Of Revision: 05/26/2009

Applicable in the state of Massachusetts in the areas listed below:

BRISTOL COUNTY: Mansfield, Norton, Rayham

ESSEX COUNTY: Lynn, Lynnfield, Nahant, Saugus

MIDDLESEX COUNTY: Entire County

NORFOLK COUNTY: Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham

PLYMOUTH COUNTY: Carver, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Lakeville, Marshfield, Middleborough, Norwell, Pembroke, Plymouth, Plympton, Rockland, Scituate

SUFFOLK COUNTY: Entire County

WORCESTER COUNTY: Berlin, Bolton, Harvard, Hopedale, Lancaster, Mendon, Milford, Southborough, Upton

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.23
01012 - Accounting Clerk II		17.10
01013 - Accounting Clerk III		19.14
01020 - Administrative Assistant		25.05
01040 - Court Reporter		20.86
01051 - Data Entry Operator I		14.46
01052 - Data Entry Operator II		15.38
01060 - Dispatcher, Motor Vehicle		19.35
01070 - Document Preparation Clerk		14.87
01090 - Duplicating Machine Operator		14.87
01111 - General Clerk I		14.37
01112 - General Clerk II		15.57
01113 - General Clerk III		16.75
01120 - Housing Referral Assistant		21.94
01141 - Messenger Courier		12.98
01191 - Order Clerk I		14.82
01192 - Order Clerk II		16.17
01261 - Personnel Assistant (Employment) I		17.16
01262 - Personnel Assistant (Employment) II		19.20
01263 - Personnel Assistant (Employment) III		21.40
01270 - Production Control Clerk		20.93
01280 - Receptionist		13.45

01290 - Rental Clerk	17.19
01300 - Scheduler, Maintenance	17.59
01311 - Secretary I	17.59
01312 - Secretary II	19.68
01313 - Secretary III	21.94
01320 - Service Order Dispatcher	17.10
01410 - Supply Technician	25.05
01420 - Survey Worker	15.40
01531 - Travel Clerk I	13.49
01532 - Travel Clerk II	14.60
01533 - Travel Clerk III	15.73
01611 - Word Processor I	15.97
01612 - Word Processor II	17.93
01613 - Word Processor III	20.07
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.48
05010 - Automotive Electrician	19.99
05040 - Automotive Glass Installer	19.11
05070 - Automotive Worker	19.11
05110 - Mobile Equipment Servicer	17.29
05130 - Motor Equipment Metal Mechanic	20.86
05160 - Motor Equipment Metal Worker	19.11
05190 - Motor Vehicle Mechanic	20.86
05220 - Motor Vehicle Mechanic Helper	16.31
05250 - Motor Vehicle Upholstery Worker	18.16
05280 - Motor Vehicle Wrecker	19.11
05310 - Painter, Automotive	19.99
05340 - Radiator Repair Specialist	19.11
05370 - Tire Repairer	14.22
05400 - Transmission Repair Specialist	20.86
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.36
07041 - Cook I	12.47
07042 - Cook II	13.72
07070 - Dishwasher	9.22
07130 - Food Service Worker	12.03
07210 - Meat Cutter	20.00
07260 - Waiter/Waitress	11.80
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.02
09040 - Furniture Handler	13.14
09080 - Furniture Refinisher	17.02
09090 - Furniture Refinisher Helper	13.91
09110 - Furniture Repairer, Minor	15.45
09130 - Upholsterer	17.54
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.66
11060 - Elevator Operator	11.66
11090 - Gardener	16.75
11122 - Housekeeping Aide	13.83
11150 - Janitor	13.83
11210 - Laborer, Grounds Maintenance	14.76
11240 - Maid or Houseman	11.80
11260 - Pruner	13.38
11270 - Tractor Operator	16.02
11330 - Trail Maintenance Worker	14.76
11360 - Window Cleaner	14.88
12000 - Health Occupations	
12010 - Ambulance Driver	17.53
12011 - Breath Alcohol Technician	17.92

12012 - Certified Occupational Therapist Assistant	21.73
12015 - Certified Physical Therapist Assistant	22.60
12020 - Dental Assistant	18.50
12025 - Dental Hygienist	35.93
12030 - EKG Technician	26.57
12035 - Electroneurodiagnostic Technologist	26.57
12040 - Emergency Medical Technician	18.44
12071 - Licensed Practical Nurse I	18.72
12072 - Licensed Practical Nurse II	20.94
12073 - Licensed Practical Nurse III	23.35
12100 - Medical Assistant	16.19
12130 - Medical Laboratory Technician	18.06
12160 - Medical Record Clerk	14.99
12190 - Medical Record Technician	16.78
12195 - Medical Transcriptionist	16.47
12210 - Nuclear Medicine Technologist	34.87
12221 - Nursing Assistant I	11.19
12222 - Nursing Assistant II	12.58
12223 - Nursing Assistant III	13.63
12224 - Nursing Assistant IV	15.30
12235 - Optical Dispenser	21.68
12236 - Optical Technician	17.68
12250 - Pharmacy Technician	18.91
12280 - Phlebotomist	15.30
12305 - Radiologic Technologist	31.69
12311 - Registered Nurse I	29.26
12312 - Registered Nurse II	37.68
12313 - Registered Nurse II, Specialist	37.68
12314 - Registered Nurse III	46.57
12315 - Registered Nurse III, Anesthetist	46.57
12316 - Registered Nurse IV	55.80
12317 - Scheduler (Drug and Alcohol Testing)	19.89
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	22.17
13012 - Exhibits Specialist II	27.46
13013 - Exhibits Specialist III	33.59
13041 - Illustrator I	21.90
13042 - Illustrator II	27.12
13043 - Illustrator III	33.18
13047 - Librarian	34.75
13050 - Library Aide/Clerk	15.72
13054 - Library Information Technology Systems Administrator	28.03
13058 - Library Technician	17.89
13061 - Media Specialist I	17.09
13062 - Media Specialist II	18.13
13063 - Media Specialist III	20.22
13071 - Photographer I	16.53
13072 - Photographer II	18.80
13073 - Photographer III	23.90
13074 - Photographer IV	29.22
13075 - Photographer V	35.35
13110 - Video Teleconference Technician	17.54
14000 - Information Technology Occupations	
14041 - Computer Operator I	19.16
14042 - Computer Operator II	21.44
14043 - Computer Operator III	23.90
14044 - Computer Operator IV	25.56
14045 - Computer Operator V	29.40
14071 - Computer Programmer I	23.48

(see 1)

14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		19.16
14160 - Personal Computer Support Technician		25.56
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		34.14
15020 - Aircrew Training Devices Instructor (Rated)		41.31
15030 - Air Crew Training Devices Instructor (Pilot)		48.93
15050 - Computer Based Training Specialist / Instructor		33.11
15060 - Educational Technologist		32.16
15070 - Flight Instructor (Pilot)		48.93
15080 - Graphic Artist		31.54
15090 - Technical Instructor		25.20
15095 - Technical Instructor/Course Developer		30.83
15110 - Test Proctor		20.35
15120 - Tutor		20.35
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.48
16030 - Counter Attendant		10.48
16040 - Dry Cleaner		13.93
16070 - Finisher, Flatwork, Machine		10.48
16090 - Presser, Hand		10.48
16110 - Presser, Machine, Drycleaning		10.48
16130 - Presser, Machine, Shirts		10.48
16160 - Presser, Machine, Wearing Apparel, Laundry		10.48
16190 - Sewing Machine Operator		14.77
16220 - Tailor		15.44
16250 - Washer, Machine		11.66
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		20.65
19040 - Tool And Die Maker		24.38
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		17.23
21030 - Material Coordinator		21.94
21040 - Material Expediter		21.94
21050 - Material Handling Laborer		14.26
21071 - Order Filler		14.10
21080 - Production Line Worker (Food Processing)		17.23
21110 - Shipping Packer		17.19
21130 - Shipping/Receiving Clerk		17.19
21140 - Store Worker I		11.97
21150 - Stock Clerk		16.32
21210 - Tools And Parts Attendant		17.23
21410 - Warehouse Specialist		17.23
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		30.32
23021 - Aircraft Mechanic I		28.22
23022 - Aircraft Mechanic II		30.32
23023 - Aircraft Mechanic III		30.61
23040 - Aircraft Mechanic Helper		20.65
23050 - Aircraft, Painter		24.38
23060 - Aircraft Servicer		23.22
23080 - Aircraft Worker		24.04
23110 - Appliance Mechanic		22.73
23120 - Bicycle Repairer		14.22
23125 - Cable Splicer		29.41

23130 - Carpenter, Maintenance	25.96
23140 - Carpet Layer	23.90
23160 - Electrician, Maintenance	32.18
23181 - Electronics Technician Maintenance I	25.45
23182 - Electronics Technician Maintenance II	26.64
23183 - Electronics Technician Maintenance III	27.79
23260 - Fabric Worker	20.67
23290 - Fire Alarm System Mechanic	24.63
23310 - Fire Extinguisher Repairer	20.37
23311 - Fuel Distribution System Mechanic	25.71
23312 - Fuel Distribution System Operator	20.37
23370 - General Maintenance Worker	21.61
23380 - Ground Support Equipment Mechanic	28.22
23381 - Ground Support Equipment Servicer	23.22
23382 - Ground Support Equipment Worker	24.04
23391 - Gunsmith I	20.37
23392 - Gunsmith II	22.56
23393 - Gunsmith III	24.63
23410 - Heating, Ventilation And Air-Conditioning Mechanic	24.66
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.60
23430 - Heavy Equipment Mechanic	24.63
23440 - Heavy Equipment Operator	27.47
23460 - Instrument Mechanic	25.45
23465 - Laboratory/Shelter Mechanic	23.61
23470 - Laborer	14.10
23510 - Locksmith	23.61
23530 - Machinery Maintenance Mechanic	24.45
23550 - Machinist, Maintenance	25.08
23580 - Maintenance Trades Helper	18.38
23591 - Metrology Technician I	25.45
23592 - Metrology Technician II	26.51
23593 - Metrology Technician III	27.61
23640 - Millwright	24.36
23710 - Office Appliance Repairer	22.73
23760 - Painter, Maintenance	22.75
23790 - Pipefitter, Maintenance	27.70
23810 - Plumber, Maintenance	26.54
23820 - Pneudraulic Systems Mechanic	24.63
23850 - Rigger	24.63
23870 - Scale Mechanic	22.56
23890 - Sheet-Metal Worker, Maintenance	25.56
23910 - Small Engine Mechanic	22.56
23931 - Telecommunications Mechanic I	27.79
23932 - Telecommunications Mechanic II	28.84
23950 - Telephone Lineman	27.79
23960 - Welder, Combination, Maintenance	24.63
23965 - Well Driller	24.63
23970 - Woodcraft Worker	24.63
23980 - Woodworker	20.37
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	14.11
24580 - Child Care Center Clerk	17.60
24610 - Chore Aide	11.80
24620 - Family Readiness And Support Services Coordinator	15.78
24630 - Homemaker	19.55
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.62

25040	- Sewage Plant Operator	21.54
25070	- Stationary Engineer	23.62
25190	- Ventilation Equipment Tender	18.08
25210	- Water Treatment Plant Operator	21.54
27000	- Protective Service Occupations	
27004	- Alarm Monitor	18.95
27007	- Baggage Inspector	15.76
27008	- Corrections Officer	25.75
27010	- Court Security Officer	24.88
27030	- Detection Dog Handler	18.95
27040	- Detention Officer	25.75
27070	- Firefighter	23.67
27101	- Guard I	15.76
27102	- Guard II	18.95
27131	- Police Officer I	25.93
27132	- Police Officer II	28.80
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	13.20
28042	- Carnival Equipment Repairer	13.98
28043	- Carnival Equipment Worker	10.92
28210	- Gate Attendant/Gate Tender	14.76
28310	- Lifeguard	12.23
28350	- Park Attendant (Aide)	16.52
28510	- Recreation Aide/Health Facility Attendant	12.77
28515	- Recreation Specialist	20.56
28630	- Sports Official	13.15
28690	- Swimming Pool Operator	19.44
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	25.54
29020	- Hatch Tender	25.54
29030	- Line Handler	25.54
29041	- Stevedore I	26.29
29042	- Stevedore II	29.25
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	38.27
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	27.25
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.06
30021	- Archeological Technician I	19.90
30022	- Archeological Technician II	22.28
30023	- Archeological Technician III	27.59
30030	- Cartographic Technician	27.59
30040	- Civil Engineering Technician	26.16
30061	- Drafter/CAD Operator I	19.91
30062	- Drafter/CAD Operator II	22.28
30063	- Drafter/CAD Operator III	24.83
30064	- Drafter/CAD Operator IV	30.55
30081	- Engineering Technician I	15.72
30082	- Engineering Technician II	17.65
30083	- Engineering Technician III	19.76
30084	- Engineering Technician IV	24.48
30085	- Engineering Technician V	29.94
30086	- Engineering Technician VI	34.99
30090	- Environmental Technician	25.90
30210	- Laboratory Technician	23.10
30240	- Mathematical Technician	27.59
30361	- Paralegal/Legal Assistant I	20.44
30362	- Paralegal/Legal Assistant II	25.32
30363	- Paralegal/Legal Assistant III	30.97
30364	- Paralegal/Legal Assistant IV	37.46
30390	- Photo-Optics Technician	27.59

30461 - Technical Writer I	24.48
30462 - Technical Writer II	29.95
30463 - Technical Writer III	36.23
30491 - Unexploded Ordnance (UXO) Technician I	24.33
30492 - Unexploded Ordnance (UXO) Technician II	29.43
30493 - Unexploded Ordnance (UXO) Technician III	35.28
30494 - Unexploded (UXO) Safety Escort	24.33
30495 - Unexploded (UXO) Sweep Personnel	24.33
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 24.83
30621 - Weather Observer, Senior	(see 2) 27.59
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13.20
31030 - Bus Driver	17.52
31043 - Driver Courier	15.79
31260 - Parking and Lot Attendant	10.64
31290 - Shuttle Bus Driver	16.93
31310 - Taxi Driver	12.74
31361 - Truckdriver, Light	16.93
31362 - Truckdriver, Medium	18.70
31363 - Truckdriver, Heavy	20.68
31364 - Truckdriver, Tractor-Trailer	20.68
99000 - Miscellaneous Occupations	
99030 - Cashier	11.25
99050 - Desk Clerk	13.70
99095 - Embalmer	24.92
99251 - Laboratory Animal Caretaker I	14.46
99252 - Laboratory Animal Caretaker II	15.62
99310 - Mortician	32.94
99410 - Pest Controller	16.18
99510 - Photofinishing Worker	13.51
99710 - Recycling Laborer	19.15
99711 - Recycling Specialist	22.61
99730 - Refuse Collector	17.36
99810 - Sales Clerk	13.24
99820 - School Crossing Guard	12.86
99830 - Survey Party Chief	24.28
99831 - Surveying Aide	16.06
99832 - Surveying Technician	22.08
99840 - Vending Machine Attendant	15.79
99841 - Vending Machine Repairer	18.68
99842 - Vending Machine Repairer Helper	15.79

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor

Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) **AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)}

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.